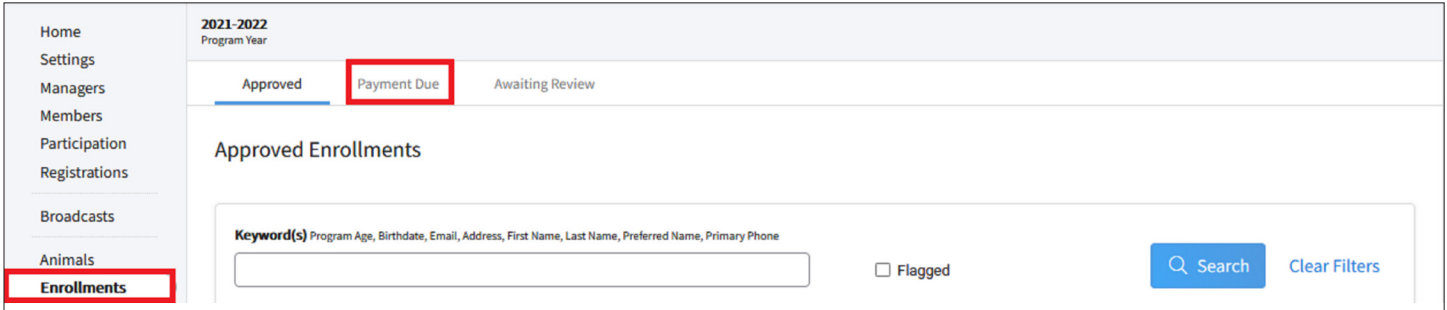


## INVOICING STEPS MUST BE DONE IN ORDER

### STEP 1 - RECORDING PAYMENT

Recording Enrollment Payments Received in County Office. This is the county's way to track payments received from families. Once this step is done you cannot undo it. Be sure to only mark the payment for members as being received when it has been turned into the office. If the county does not collect payments from families then note this in the payment notes.

- Click the Enrollments link in the navigation pane on the left side of the screen.
- Click the Payment Due subtab.



2021-2022  
Program Year

Approved **Payment Due** Awaiting Review

Approved Enrollments

Keyword(s) Program Age, Birthdate, Email, Address, First Name, Last Name, Preferred Name, Primary Phone

Flagged

- Members that have submitted an enrollment, indicated they would make payment in the county office and have been approved by the county office will appear on the list. Click the member's name to record their payment information.



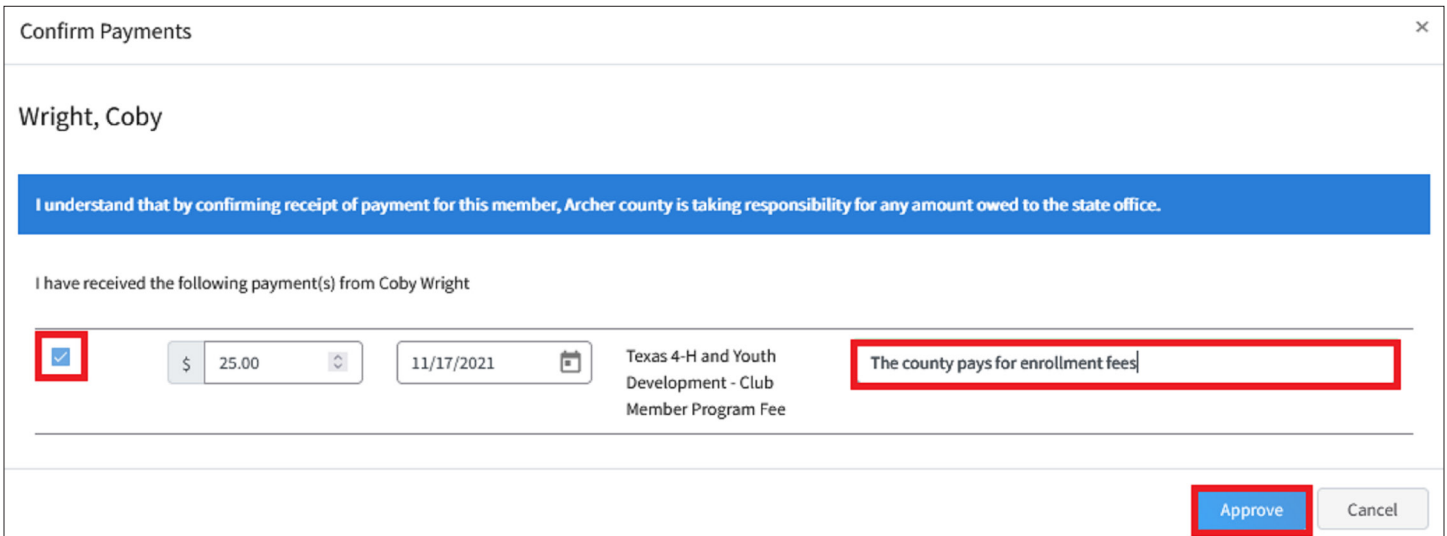
2020-2021  
Program Year

Approved **Payment Due** Awaiting Review

Payment Due

Last Name	First Name	Total Due
Smith	Coby	30

- Click the checkbox to confirm that the enrollment/application payment has been received (or is being paid for).
- From the date picker, select the date the payment was received.
- In the payment note box, type a note to record the check number or that it was a cash payment, receipt number, or any other notes needed. This area can also be used to note that the county is paying the fees.



Confirm Payments

Wright, Coby

I understand that by confirming receipt of payment for this member, Archer county is taking responsibility for any amount owed to the state office.

I have received the following payment(s) from Coby Wright

<input checked="" type="checkbox"/>	\$ 25.00	11/17/2021	Texas 4-H and Youth Development - Club Member Program Fee	The county pays for enrollment fees
-------------------------------------	----------	------------	---	-------------------------------------

- Click the blue Approve button.

**Payment should only be recorded after it has been received from the family for accurate record keeping. Recording a payment is confirming receipt of the payment and the county is taking responsibility for any amount owed to the State 4-H Office.**